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## Administrative Special Use Permit Application

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PROPERTY LOCATION: 228 S. Pitt Street, Alex	xandria, Virginia 22314
ZONE: TAX MAP F	REFERENCE:
APPLICANT'S INFORMATION:	
St. Paul's Episcopal Church, Alexandria, Applicant: Virginia	Business/Trade Name: None
Address: 228 S. Pitt Street, Alexandria, Virginia 2	22314
Phone:	Email: spexplorerspreschool.com
PROPOSED USE:  Day Care Center  Light Auto Repair  Overnight Pet Boarding  Outdoor Garden Center  Catering Business  Valet Parking	Restaurant Outdoor Dining (exclude King Street Retail Live Theater Outdoor Food and Crafts Market Center Outdoor Display Massage Establishment
Please read and sign after the statement:	
I have read and understand the general standards ar applying alternative at a private time with the unique signature:	nd the requirements for the use for which I am use.

#### Please submit the following with this application form:

<u>Site Plan</u> - At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

<u>FloorPlan</u> - At a minimum, show and label all interim features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

Worksheet for specific use from Checklist and Worksheet package.



# Administrative Special Use Permit Child and Elder Care Home Prescreening Checklist

To qualify for the administrative special use permit review process, you must be able to meet the following standards:

$\checkmark$	Must be located in a residential zone.
1	Must be able to obtain all required state, federal and local licenses and certificates prior to operation.
1	For child care, must have between six to nine children, including children aged 12 or under that resid in the home.
1	There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians. The pick-up/drop off area must be shown on a site plan as a part of this application.
1	If the nearest park or playground is more than 500 feet from the location of the child care home, a sufficient play area must be provided.

If your business cannot meet the standards above, please speak with Planning and Zoning staff about the full hearing SUP process.

In addition to the use-specific standards listed above, all uses must follow additional general standards. To review the general standards, <u>click here</u> or contact Planning and Zoning staff for assistance (703)-746-4666.

#### DAY CARE IN A CHURCH OR SCHOOL BUILDING

Zoning Ordinance Section 11-513(D)

	Qualify for Administrative Review?
	Will the day care be located in any one of the residential zones? Yes No
	Will the day care be located in a church or school building?
	If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.
	Note: City staff will need to determine if the proposed location provides adequate drop off and pick up, and if there is an adequate buffer between the day care and near-by residents.
wo	RKSHEET – Answer each question. Attach a separate sheet of paper if necessary.
	DROP OFF AREA
	There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians.
	Where will the pick-up/drop-off area be located?
i	St. Paul's Church is located in the downtown urban Old Town section of Alexandria and operates as an urban school with no designated pick up and drop off area. It is anticipated that students will arrive on foot or by automobile. Parent's or other caregivers will use available on street parking. Students will be accompanied to the first floor lobby by their parent or other care giver where the are met by Staff Members. This pick up and drop off arrangement has been used by St. Paul's Nursery and Day School for more that fifty years.
	How many cars will fit in the area at one time?
	Not applicable.
-	The pick up/drop off area must be shown on the site plan which is part of the application.  PROTECTION FOR NEARBY HOMES
	The location must be far enough away from nearby homes and apartments so they will not be affected by the operations of the day care facility.
	Where in the church or school building will the day care be located? (i.e. basement, upper floors, west side of the building)
	The Explorers program of St Paul's Episcopal Church is located in classrooms in the Church's educational building at the corner of Duke and South Pitt Street. The building also houses St. Paul's Nursery and Day School and a Headstart program. The existing programs have operated in the neighborhood without complaint.
	How large an area is proposed for day care's operations? 3,000 sq. feet
	What steps will be taken to buffer the day care from nearby residences (ex. shrubbery, fencing, etc.)?
-	The Explorers program activities will take place in the interior of the educational building and the existing playground located in a courtyard off South Pitt Street. The existing programs have operated in the neighborhood without complaint.
	The location of the child care in relation to nearby homes and apartments must be shown on the site plan which is part of the application.
	Complete the Administrative Special Use Permit Application on the following pages.

#### **GENERAL STANDARDS FOR ALL USES**

This page applies to all types of businesses seeking Administrative SUP approval. It lists the standard conditions that will appear as part of the permit to operate the business. If you believe that you will not be able to comply with any of the standards, please contact Planning and Zoning staff, as you may not be eligible to apply for an Administrative SUP.

#### PERMIT AND CONDITIONS

- Only the person who receives the permit may be in charge of the use that is approved. If there is a change in the future, including a sale of the business, then administrative approval and a new SUP is needed.
- The SUP permit must be displayed at the business. The list of requirements for the business must be available if anyone asks to see it.
- The applicant must conduct employee training sessions to discuss all SUP provisions and requirements, and methods to prevent underage sales of alcohol.
- As part of the application and approval process, the Director may add further operating requirements to the business if necessary for the specific use and its compatibility with the neighborhood.

#### TRANSPORTATION AND TRANSIT

- Encourage customers and employees to use different methods of travel to the business, including bus, bicycle
  and Metro.
- Encourage employees and customers to use mass transit or to carpool when traveling to and from the business.
- Post signs at the business and on the internet about carpooling, DASH and METRO routes and where to buy transit passes.

#### **PARKING**

- Participate in organized parking programs adopted by the City for the area.
- · Require employees who drive to work to use off-street parking.
- Inform customers about where to park by installing signs visible from the street.

#### TRASH/LITTER

- Keep trash and garbage inside the building or outside in sealed containers. Trash and debris may not accumulate outside of those containers. Outdoor trash receptacles must be screened.
- Litter on and near the business must be picked up at least twice every day and at the close of the business, and more often if necessary.
- Applicants of new businesses will be required to make a \$500 contribution to the Streetscape Improvement Fund before the administrative SUP is issued.

#### POLICE

 Before opening the business, contact the Crime Prevention Unit of the Alexandria Police Department for a security survey and robbery awareness program for employees.

#### NOISE

- Loud noise is not permitted. The business must obey the City's noise ordinance.
- Outdoor speakers are not permitted. Amplified sound cannot be audible at the property line.

#### **BUILDING AND LANDSCAPING IMPROVEMENTS**

- Improvements, including landscaping, may be required and must be maintained.
- Applicants of new businesses will be required to make a \$500 contribution to the Streetscape Improvement Fund before the administrative SUP is issued.

SUP#2017.00101

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PROPERTY OWNER'S	S AUTHORIZATION	- <del>-</del>
As the property owner, I hereby grant the applicant use of (property address), for the purposes of operating a day of		_(use)
business as described in this application.		(050)
I also grant permission to the City of Alexandria to visit, insperpently.	ect, photograph and post placard notice on my	,
Name: Rev. Oran Warder	Phone 703 549-3312	_
Address: 228 S. Pitt Street	Email: spexplorerspreschool.com	
Signature: AMM M/MMMT	Date: August 23, 22314	_
1. The applicant is the (check one):  Owner  Contract Purchaser  Lessee or  Other:  of the subject property.  State the name, address and percent of ownership of a applicant or owner, unless the entity is a corporation or and the percent of ownership.  St Paul's Episcopal Church, Alexandria, Virginia is a Episcopal entity has an ownership interest in the applicant. Title to the projection of the parish and the Diocese of Virginia.	partnership, in which case identify each of parish of the Diocese of Virginia. No person or perty is held by Court appointed Trustees who hold	owner 1
If property owner or applicant is being represented by realtor, or other person for which there is some form of c which the agent is employed have a business license to ope	Omnensation, does this agent on the busine	orney, ess in
Yes. Provide proof of current City business license		
No. The agent shall obtain a business license prior to	filing application, if required by the City C	ode.

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#### **USE CHARACTERISTICS**

2.	Please	give :	hrief	statement	describing	the use:
۷.	LIGASE	KING 6	ı Dilei	Statement	. aescribilik	lite use:

The Explorers Program is apart of the mission and ministry of St Paul's Church for the

educational/enrichment offering emergent, creative play-based classrooms for toddler. The progam operates under a Virginia Department of Social Services Virginia exemption.

3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	8 am - 4 pm
Tuesday	8 am - 4 pm
Wednesday	8 am - 4 pm
Thursday	8 am - 4 pm
Friday	8 am - 4 pm
Saturday	No Sessions
Sunday	No Sessions

#### 4. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

Two sessions: 8 am-Noon 55 Students, 1pm-4pm 20 students.

B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
8 am-Noon 12 Staff members and 1 pm- 4pm 5 Staff members.

 Standard and compact spaces
 Handicapped accessible spaces
Other

St. Paul's Episcopal Church was granted a parking reduction by the Alexandria City Council on June 17, 2006, SUP #2006-0038 exempting the Church for having to have required parking for the use of the property and buildings as a Church an accessory use. Additionally, St. Paul's Episcopal Church is located in the CBD and School Use is exempted having to provide parking.

sup #2017 · 001 01

В.	Please give the number of: Not Applicable Parking spaces on-site
	Parking spaces off-site
If th	e required parking will be located off-site, where will it be located?  Not applicable.
Plea	se provide information regarding loading and unloading for the use:
A.	How many loading spaces are available for the use?
В.	Where are off-street loading spaces located? Not Applicable
C.	During what hours of the day do you expect loading/unloading operations to occur?8 am to 4 pm.
D.	How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?one per day the Explorers Progam is open.
thin gove	ny hazardous materials or organic compounds (for example paint, ink, lacquer ner, or cleaning or degreasing solvent), as defined by the state or federal ernment, be handled, stored, or generated on the property, provide the name, on the property, and specific disposal method below:
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#### APPLICANT'S SIGNATURE

Please read and initial each statement:

DWB Initial:\_

THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

DWB Initial:\_

THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

## Duncan W. Blair, Attorney

Print Name of Applicant or Representative

Signature

8/23/17

Date

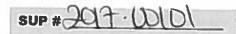
If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address:

Phone: 703 836-1000

Email: dblair@landcarroll.com

Fax: 703 549-3335





### **APPLICATION - SUPPLEMENTAL**

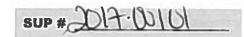
## CHILD CARE

This Supplemental information is to be filed by applicants requesting special use permit approval of a child care home or child care center. All applicants must submit a plot plan of the property, showing play areas and parking, and an interior floor plan. If a play area that is not owned or leased by the operator is to be used by the children, written permission from the owner must be obtained and a copy submitted with this application.

#### **CHILD CARE HOMES**

Applicants requesting special use permit approval of a child care home for six to nine children within a home shall complete this section.

1.	Is the proposed facility the principal residence of the operator?YesNo
2.	Is the operator registered with the City of Alexandria Office of Early Childhood Development to provide child care in the home?
3.	How many children, including resident children, will be cared for?
4.	How many children reside in the home?
5.	How old are the children? (List the ages of all children to be cared for)  Resident:
	Non-resident:
6.	A minimum of 75 square feet of outdoor play area on the lot must be provided for each child above age two. Play area required:
	Number of children above age two: x 75 square feet =square feet
	Play area provided:square feet
7.	If the lot does not have room for on-site play area, is the child care home within 500 feet of a park or playground available for the children to play in?  YesNo
	If yes, please describe the park's play area:

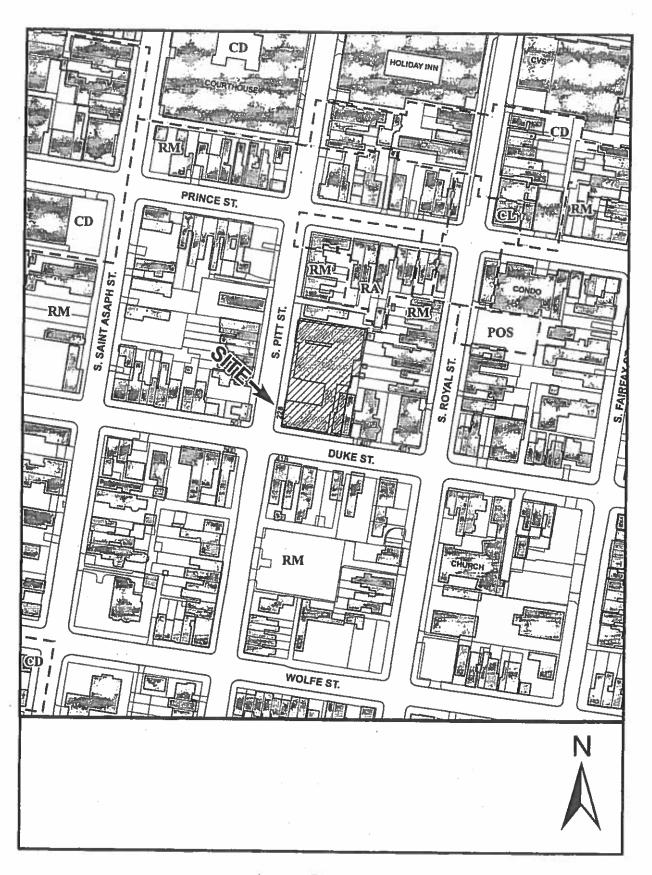


#### CHILD CARE HOMES and CHILD CARE CENTERS

Applicants for both child care homes and child care centers (day care center, day nursery and nursery schools) shall complete this section.

How many staff members will be on the job a	t any one time? Thirteen (13).
Where will staff and visiting parents park?	Staff will use transit, existing available offstreet parking on street parking.
pickup & drop off area will be & how many ca Parents of other cargivers will drop	drop off and pick up children. A site plan detailing where the ars will fit in the area at any moment is also required. off and pick up students in the lobby of the educationalick up and drop off area for the program as the church
At what time will children usually be dropped- Drop-off 7:45 and 12:45	off and picked-up? Pick-up Noon and 4 pm
on the property?	osed for the child care facility, if any? Where will it be located be playground located on Courtyard the Church
on the property?  The Explorers Program will use th	ne playground located on Courtyard the Church  X YesNo

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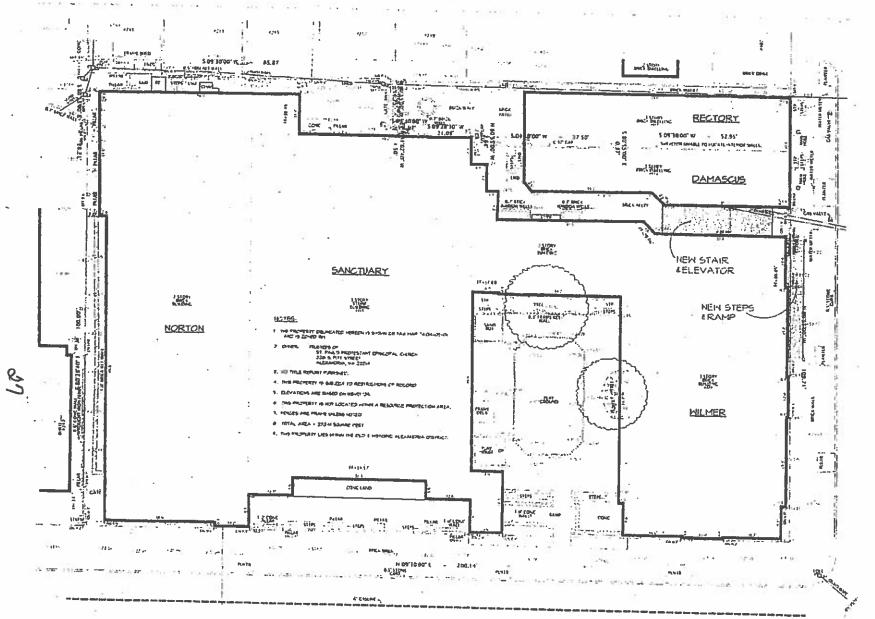
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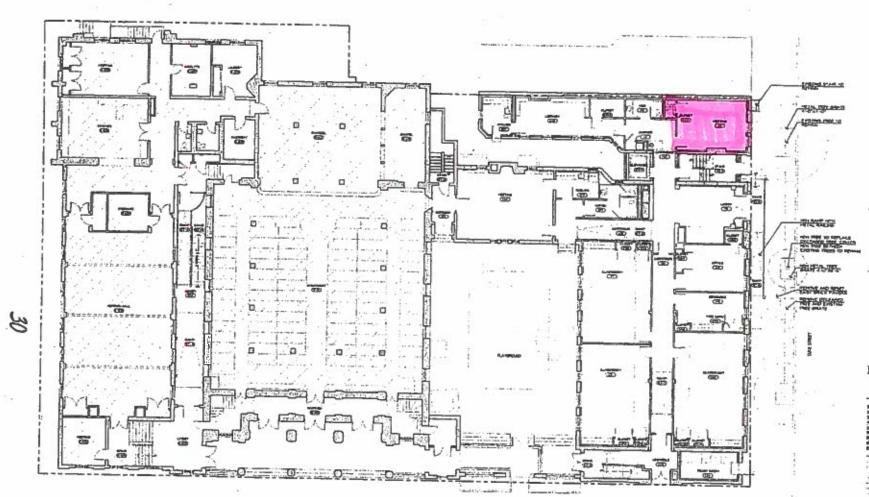
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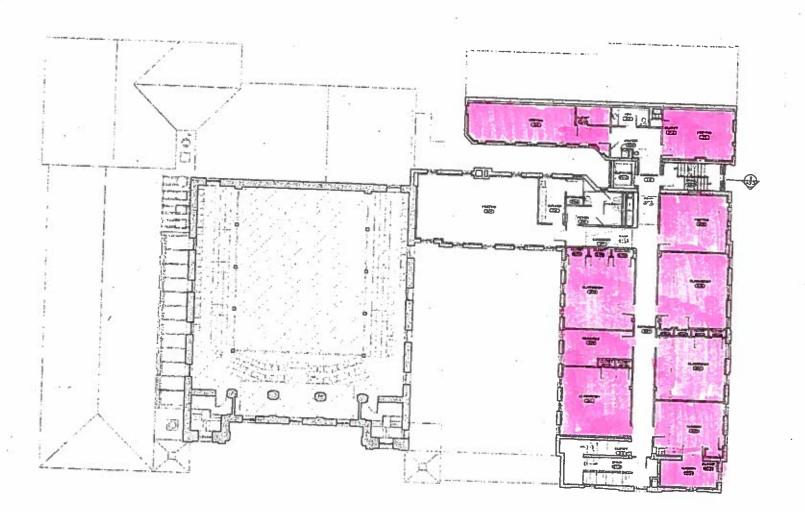
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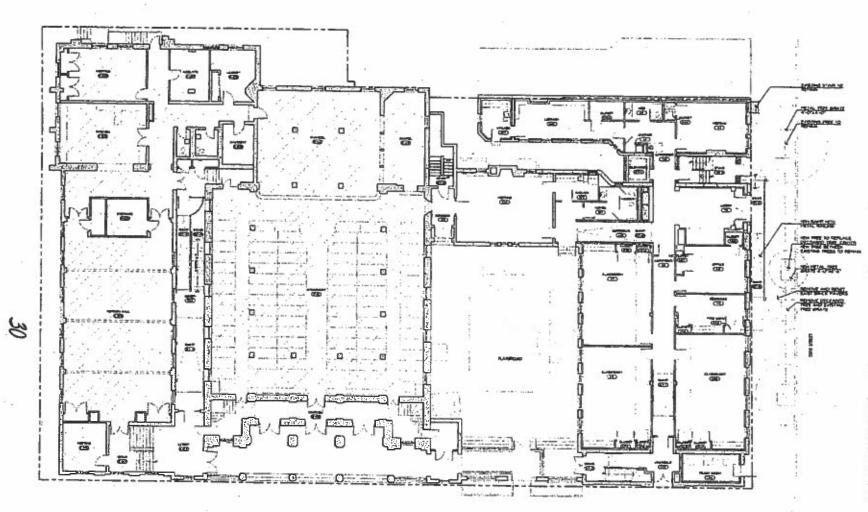
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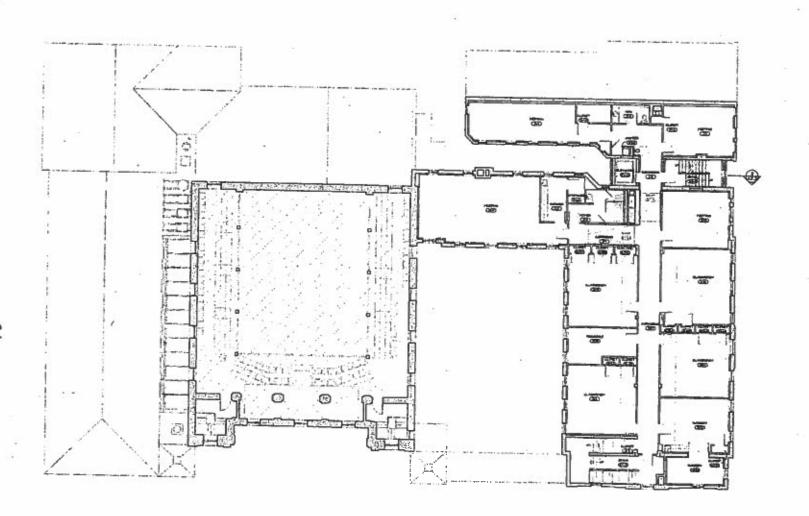
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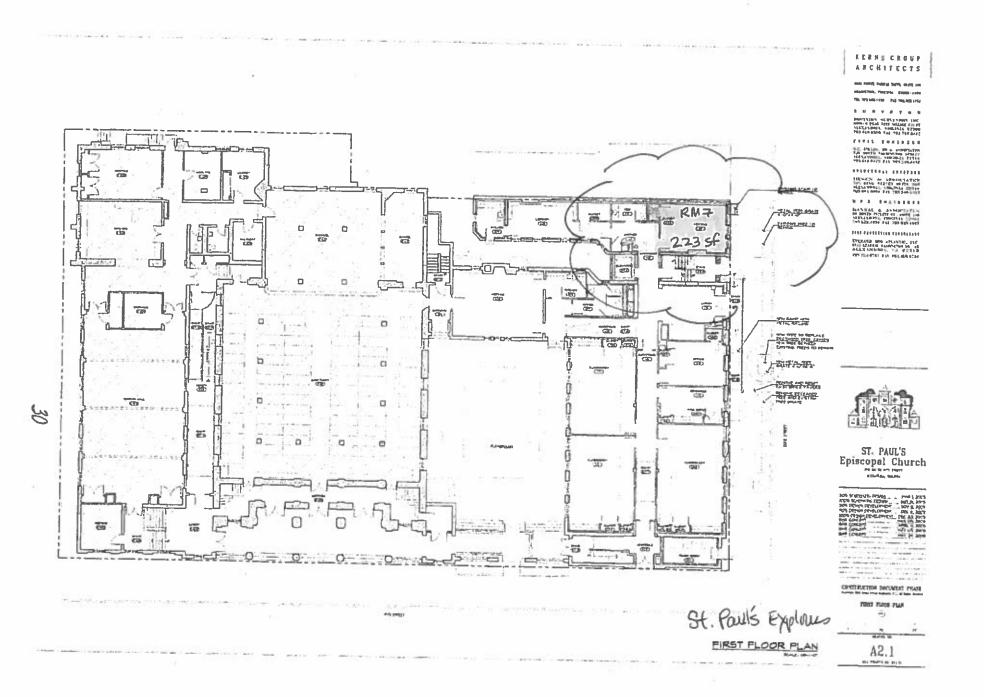
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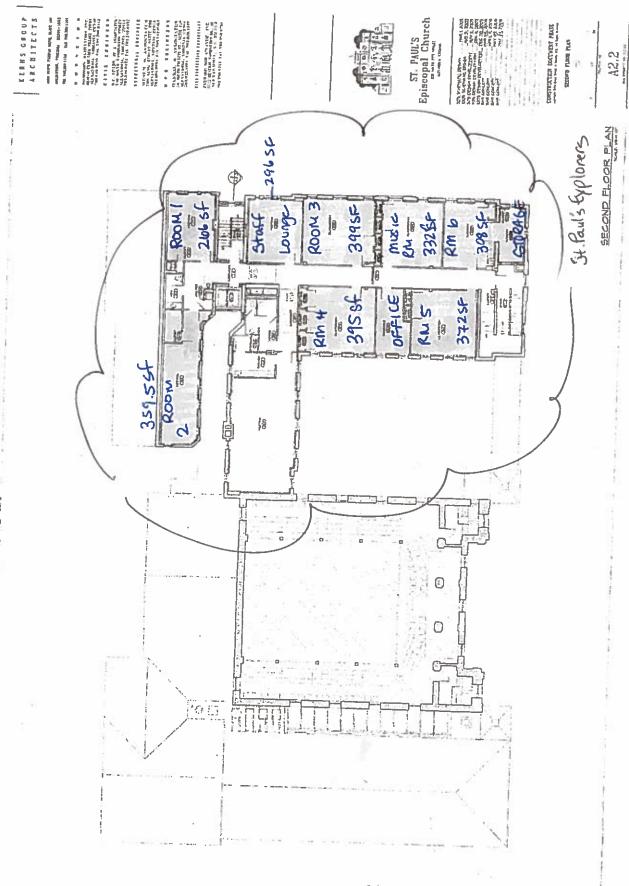
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